



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY  
1061 HARMON AVENUE, SUITE 1D03  
FORT STEWART, GA 31314-5674

MCUB-CO

1 September 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Winn Army Community Hospital (Winn ACH) Fiscal Year 2011 Federal and Training Holidays

1. The holiday observance schedule for Winn ACH is as follows:

a. Federal holidays to be observed:

11 October 2010	Columbus Day (Monday)
11 November 2010	Veteran's Day (Thursday)
25 November 2010	Thanksgiving Day (Thursday)
24 December 2010	Christmas Eve (Friday)
31 December 2010	New Year's Eve (Friday)
17 January 2011	Martin Luther King Jr. Birthday Observance (Monday)
21 February 2011	President's Day (Monday)
30 May 2011	Memorial Day (Monday)
4 July 2011	Independence Day (Monday)
5 September 2011	Labor Day (Monday)

b. Training holidays to be observed:

26 November 2010	Training Holiday (Friday)
23 December 2010	Training Holiday (Thursday)
30 December 2010	Training Holiday (Thursday)
27 May 2011	Training Holiday (Friday)
1 July 2011	Training Holiday (Friday)
2 September 2011	Training Holiday (Friday)

3. Military personnel will observe the training holidays listed above; however, they must be on pass if more than 250 miles from Winn ACH. Civilian employees are encouraged to take leave or compensatory time for the training holidays, but are not required to do so. If not on leave, civilian employees must report for work. Supervisors will ensure there is proper supervision and appropriate work for employees who do not take leave. Contract employees are governed by their individual contracts as to time off.

4. Winn ACH will observe the holiday period from 20 December 2010 to 2 January 2011 with office holiday parties held on 17 December 2010, after 1100. Clinics and staff offices will remain operational during the holiday period, except for Christmas and New Year's days off and designated training holidays. Staffing may be reduced dependent on mission requirements, but department/division chiefs are responsible for staffing their areas of responsibility. Army regulations, civilian labor practices and contract rules must be followed during planning of holiday work schedules.

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5. Leaders will ensure that all personnel are trained in composite risk management prior to long weekends and holidays. Ensure all traveling staff members complete the Travel Risk Planning System (TRiPS). Vehicles will be properly inspected within 30 days of a scheduled holiday. Train personnel on the dangers of excessive alcohol consumption and driving while fatigued and stress the use of the designated driver program. Identify personnel you deem to be high risk and engage them (at a minimum, Ask, Care, and Escort (ACE)). Enjoy the well earned time off and return safe and sound to support our health care mission.

6. Point of contact for this memorandum is LTC Bonilla (912) 435-6001.



PAUL R. CORDTS  
COL, MC  
Commanding

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